

12-19 (6)

FILE COPY

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9612
Fax (978) 264-9630

Don P. Johnson
Town Manager

November 30, 2005

RE: REQUEST FOR NEW MANAGER
Beer and Wine Common Victualler

O'Naturals INC,
149 Great Road
Attention: Mac McCabe
Adam Garmon
Acton, MA 01720

Dear Mr. McCabe

I have scheduled Mr. Adam Garmon to meet the Board of Selectmen regarding your request to replace the current Manager (Dawn Lima) with Mr. Garmon as Manager of O'Naturals, on December 19, 2005 at 7:50 P.M. in the Francis Faulkner Room, at the Acton Town Hall. Thank you for supplying the most recent Liquor service policy used by your employees.

Please call my office at 978-264-9612 to confirm your/his availability of this meeting.

Very truly yours,

Christine M. Joyce
Town Manager's Office

PETITION FOR LICENSE TRANSACTION

THE COMMONWEALTH OF MASSACHUSETTS

11/20 19 2005

____ CHANGE OF LOCATION

____ PLEDGE OF STOCK

____ PLEDGE OF LICENSE

____ CHANGE OF CORPORATE NAME

____ CHANGE OF D/B/A

☒ CHANGE OF MANAGER

____ CHANGE OF LICENSE TYPE

____ CORDIALS AND LIQUEURS PERMIT

To the

Licensing Board for the

The undersigned respectfully petition for

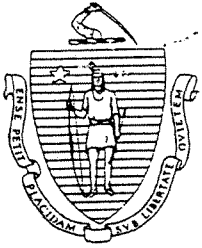
a change of manager from Daw, Lina to
Adam Gurnoy

Th E M. Gurnoy

Signed

CEO

Title



The Commonwealth of Massachusetts
The Alcoholic Beverages Control Commission
239 Causeway Street, Suite 200
Boston, MA 02114

Telephone: 617- 727-3040
FAX: 617- 727-1258

FORM A
LICENSEE PERSONAL INFORMATION SHEET

THIS FORM MUST BE COMPLETED FOR EACH:

- ☒ A. NEW LICENSE APPLICANT
- ☐ B. APPOINTMENT OR CHANGE OF MANAGER
IN A CORPORATION
- ☐ C. TRANSFER OF LICENSE (RETAIL ONLY-SEC. 12 & SEC. 15)

(Please check which transaction is the subject of an application accompanying this Form A.)

PLEASE TYPE OR PRINT ALL INFORMATION

ALL QUESTIONS MUST BE ANSWERED AND TELEPHONE NUMBERS PROVIDED OR
APPLICATION WILL NOT BE ACCEPTED.

1. LICENSEE NAME O'Nabors, Inc
(NAME AS IT WILL APPEAR ON THE LICENSE)
2. NAME OF (PROPOSED) MANAGER Adam Gannon
3. SOCIAL SECURITY NUMBER 538-08-5436
4. HOME (STREET) ADDRESS 18 F Strawberry Hill Road, #16, Acton, MA 01720
5. AREA CODE AND TELEPHONE NUMBER (S): (Give both, your home telephone and a number at which you can be reached during the day).
DAY TIME # 978-266-0222 HOME# 330-212-3818
6. PLACE OF BIRTH: Chicago, IL 7. DATE OF BIRTH: 07/13/82
8. REGISTERED VOTER: ☒ YES ☐ NO 8A. WHERE?: NC
9. ARE YOU A U. S. CITIZEN: ☒ YES ☐ NO
10. COURT AND DATE OF NATURALIZATION (IF APPLICABLE): _____
(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

(Over)

11. FATHER'S NAME: Charles B. Gannon, Jr. 12. MOTHER'S MAIDEN NAME: Kearney

13. IDENTIFY YOUR CRIMINAL RECORD, (Massachusetts, Military, any other State or Federal): ANY OTHER ARREST OR APPEARANCE IN CRIMINAL COURT CHARGED WITH A CRIMINAL OFFENSE REGARDLESS OF FINAL DISPOSITION:

____ YES ____ ☒ NO (MUST CHECK EITHER YES OR NO)

IF YES, PLEASE DESCRIBE OFFENSE (S) SPECIFIC CHARGE AND DISPOSITION (FINE, PENALTY, ETC.)

14. PRIOR EXPERIENCE IN THE LIQUOR INDUSTRY: ____ YES ____ ☒ NO
IF YES, PLEASE DESCRIBE:

15. FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THIS OR ANY OTHER LIQUOR LICENSE, PERMIT OR CERTIFICATE: ____ YES ____ ☒ NO

IF YES, PLEASE DESCRIBE:

16. EMPLOYMENT FOR THE LAST TEN YEARS (Dates, Position, Employer, Address and if known, Telephone Numbers):

Armark Dining Services - Greensboro, NC

Talbot Library, UNCG, Greensboro NC

Ohio Citizen Action Akron, OH

17. HOURS PER WEEK TO BE SPENT ON THE LICENSED PREMISES: 50

18. I HEREBY SWEAR THAT UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: Charles B. Gannon
PROPOSED MANAGER SIGNATURE

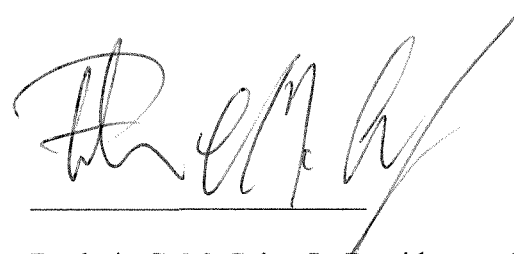
11/21/2005
DATE

November 15, 2005

O'Naturals, Inc.

Board Meeting, Somerville, MA

At board meeting on November 15, 2005, it was VOTED: to name Adam Garmon as the Manager of the Acton, MA O'Naturals. The vote was unanimous.

A handwritten signature in dark ink, appearing to read 'F. McCabe, Jr.', written over a horizontal line.

Frederic C. McCabe, Jr. President and Treasurer

11/30/05
FILE COPY

**O'Naturals
Alcoholic Beverage
Policies and Procedures
Acton, MA**

No individual is to be served alcoholic beverages or allowed to consume alcoholic beverages if that person is a minor, as defined by state law. Our policy is to request identification of any individual who appears to be less than 50 years old.

The manager on duty is ultimately responsible for ensuring that adequate precautions are taken to avoid the sale of alcoholic beverages to minors. It is also the manager on duty's responsibility to ensure that no one is served alcohol beyond their reasonable legal limit.

The following procedures will be put in place to help the manager perform the above duties:

Training: Every member of O'Naturals management team, in Acton, will be required to attend an approved seminar or training course that teaches alcohol awareness and service standards. They will be required to attend this course before they are allowed to operate a shift by themselves.

O'Naturals preferred training class will be the bar code class that is supported by the National and Massachusetts Restaurant Associations.

Security: O'Naturals alcohol that is not displayed for sale will be secured under lock and key upon delivery. Only trained members of the management staff will be allowed access to keys for this secure area.

Inventory will be taken at the beginning and end of each day. The change in inventory between open and close will be compared to the menu item sales reports to make sure that any alcohol that is no longer on premise has been charged through the register system. Any discrepancies will be thoroughly investigated.

O'Naturals is equipped with a 24 hour a day monitored ADT Security System that has both door contacts and motion sensors. We also have an advanced point of sale system that allows us to view every keystroke or action taken on any one of our 3 point of sales terminals. We also have the ability to remotely monitor from our executive office.

Our Point-of-Sale system will be programmed to require a manager's security card to be used before any alcohol sale can be completed. This will make it very difficult for any alcohol sale to be completed without the patron interacting with a bar code trained member of our management staff.

Any manager not controlling access to their security card, or any employee found using a manager's card without the manager present, will be subject to disciplinary action up to and including termination.

INTERDEPARTMENTAL COMMUNICATION

DATE: 11/30/05

TO: Police Dept., Board of Health

FROM: Christine Joyce

SUBJECT: Change of Manager

Enclosed please find a request from O'Naturals, Inc. to name Adam Garmon as the Manager of record.

Please send any comments you may have regarding this new Manager.



TOWN OF ACTON
Health Department
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9634
Fax (978) 264-9630

To: Christine Joyce, Town Manager's Office

From: Heather Marceau, Health Agent

Re: Change of Manager - O' Naturals

The Health Department has reviewed the paperwork regarding the change of manager at O'Naturals. At this time, the Department has no issues with this request.

Acton Police Department

InterDepartmental Memo

From: Frank J. Widmayer, Chief of Police

Date: December 15, 2005

To: Don Johnson, Town Manager

Subj: O'Naturals change of manager

I have reviewed the application submitted on behalf of O'Naturals and I have no objection to the request naming Adam Garmon as the new manager.



Frank J. Widmayer
Chief of Police